

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

June 24, 2003

92

FROM: GARY PENROD, Sheriff
Sheriff's Department

SUBJECT: CLASSIFICATION ACTION

RECOMMENDATION:

1. Establish the classification Sheriff's Financial Manager, Exempt Group C. Establish salary for new classification as R70 (\$63,190 - \$80,829), as a Minute Order Amendment to the Salary Ordinance.
2. Establish the classification Sheriff's Administrative Manager, Exempt Group C. Establish salary for new classification as R70 (\$63,190 - \$80,829), as a Minute Order Amendment to the Salary Ordinance.
3. Approve the reclassification of position #09147 from Administrative Supervisor II, R65 (\$55,869 - \$71,406) to Sheriff's Financial Manager, Exempt Group, R70 (\$63,190 - \$80,829).
4. Approve the reclassification of vacant position #10056 from Sheriff's Fiscal Services Manager, R74 (\$69,618 - \$89,149) to Sheriff's Administrative Manager, Exempt Group, R70 (\$63,190 - \$80,829).
5. Delete vacant position # 11435, Sheriff's Services Coordinator, Administrative Services, R58 (\$47,133 - \$60,154); and position #08814, Administrative Supervisor I, Supervisory Unit, R60 (\$49,442 - \$63,190).
6. Delete the classifications of Sheriff's Services Coordinator and Sheriff's Fiscal Services Manager.
7. Amend County Conflict of Interest Code List of Designated Employees to include the classifications of Sheriff's Financial Manager and Sheriff's Administrative Manager in the Sheriff's Department in disclosure category 2.
8. Amend County Conflict of Interest Code List of Designated Employees to delete the classifications of Sheriff's Fiscal Services Manager and Supervisor of Administrative Services in the Sheriff's Department.

BACKGROUND INFORMATION: The Sheriff's Department, Bureau of Administration, is responsible for administering the Department's \$283 million annual budget. In addition the Bureau is also responsible for contract administration, grant monitoring and reporting, department procurement, accounts payable, accounts receivable, managing the Field Support Unit, which is responsible for facility planning, improvements, and repairs, and the Automotive Services Division, which manages the Department's fleet of approximately 1450 vehicles.

In October 2002, the Sheriff's Department requested Human Resources evaluate the existing structure of the Bureau of Administration. A major factor prompting this request was the Department's inability to recruit a qualified candidate for the position of Sheriff's Services Coordinator, which was responsible for negotiating all of the department's revenue contracts, including the law enforcement service contracts with cities, prisoner housing contract with the United States Marshals Service, court security contract, polygraph, range, public safety training and access to criminal databases. These revenue contracts comprise approximately 31% of the Sheriff's budget. In addition this position was responsible for preparing the Department's Request for Proposals for professional services and monitoring resultant contracts, drafting employment contracts, and preparation of all of the Department's board agenda items.

Page 1 of 2

Record of Action of the Board of Supervisors

92

This action creates two classes: Sheriff's Financial Manager and Sheriff's Administrative Manager. The Financial Manager will be responsible for the Department's \$283 million annual budget, which includes the Sheriff's General Fund budget; management of twenty-two special revenue, agency and trust funds; grant monitoring and reporting; and supervising the accounts payable and accounts receivable functions. The Sheriff's Administrative Manager position will be responsible for managing the Contracts Unit, which negotiates, prepares and monitors all of the Department's contracts, RFPs and agenda items and acts as a liaison with the County Administrative Office; and managing the Field Support Unit, which handles facility planning, improvements, and repairs for Sheriff's facilities, including headquarters, outlying stations, training academy and detention centers.

Approval of the recommendations listed on page one will create the two manager positions: Sheriff's Financial Manager and Sheriff's Administrative Manager (both Exempt Group, R70) and delete the former classifications and positions that are no longer necessary. The net result is as follows: salary savings by reclassifying the former Sheriff's Fiscal Services Manager position (R74) to the new Sheriff's Administrative Manager position (R70); salary increase by reclassifying an Administrative Supervisor II position (R65) to the new Sheriff's Financial Manager position (R70). In addition, salary saving will be realized by deleting two vacant, budgeted positions: a Sheriff's Services Coordinator and an Administrative Supervisor I.

In anticipation of this reorganization, both the Sheriff's Fiscal Services Manager and Sheriff's Services Coordinator positions have been left vacant. In the interim, an existing Administrative Supervisor II and an Administrative Analyst III on loan from the County Administrative Office have been performing these duties.

Three positions that were slated for deletion as part of the 2003-04 budget preparation process are impacted by this request. One of those positions (Sheriff's Fiscal Services Manager, Pos. # 10056) is proposed to be reclassified by this request; and two of those positions (Administrative Supervisor I, pos. # 08814 and Sheriff's Services Coordinator, pos. # 11435) are proposed to be deleted. This request will have been included in follow-up budget discussion on June 23, 2004 to ensure that it coincides with the Board's final disposition of those positions that were slated for deletion as part of the 2003-04 budget.

Fair Labor Standards Act (FLSA) Status of New Classes: Exempt

REVIEW BY OTHERS: The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager) on June 5, 2003; County Counsel (W. Andrew Hartzell, Deputy County Counsel) on June 5, 2003; and the County Administrative Office (Mario Lara, Administrative Analyst) on June 6, 2003.

FINANCIAL IMPACT: The annual cost of these two positions, estimated at \$230,000, was included in the Sheriff's Department Proposed Budget for FY03/04. The cost of these positions will be offset by appropriations budgeted for the positions being deleted and/or reclassified as a result of this Board action, in the amount of \$168,917, and \$110,000 budgeted for salary reimbursement to the County Administrative Office for the position that is currently on loan to the Sheriff's Department. This reorganization will result in a net salary savings of approximately \$48,900 for FY03/04.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the Department's proposal since it will be funded within the department's existing budget target and reduced the Sheriff's policy item request for restoration of vacant positions that were slated for deletion in the 2003-04 budget.

On June 23, 2003 the CAO's office will have presented the proposed budget for adoption by the Board of Supervisors. The proposed budget figures did not include funding for positions that were vacant and slated for deletion and that were not approved by the Board during budget workshop (\$499,218 for 12.9 budgeted staff in the Sheriff's department).

Should this item be approved, additional funding for pos. # 10056 in the amount of \$30,479 (which was included in the list of vacant positions that were slated for deletion) will be restored in the Sheriff's 2003-04 budget so that the position will be available for reclassification in 2003-04. Two positions, pos # 08814 and pos # 11435 in the amount of \$45,151 will be deleted.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Rod Hoops, Captain (387-0640)